
~ UC REGENTS AND DOE JOB PACKAGE AID ~

RECRUITING SALARY RANGE NOTIFICATIONS & HIGHLY COMPENSATED SALARY PACKAGES (SALARIES AT OR ABOVE \$168,000)

This UC Regents and DOE Job Package Aid and accompanying FAQs outlines the procedures to follow when submitting recruiting salary range notifications and highly compensated salary packages to UC and DOE.

**Recruiting
Salary
Range
Notification**

Initial actions to take when posting a job requiring a salary at or above \$168,000. This procedure notifies UC of the Laboratory's intent to recruit for a position that may require a salary at or above \$168,000.

Step	Action	Owner
1	Notify HR-C of managerial intent to advertise a position that may require a salary at or above the \$168,000 threshold. <i>Submit a copy of the proposed job ad to HR-C.</i>	Generalist
2	Meet with the manager to discuss: <ul style="list-style-type: none"> Recruiting strategy Potential hire-on incentives At-will policy (Division Leader & above positions only) Regents calendar and process 	Generalist and/or HR Deployed GL
3	Complete the Recruiting Salary Range Notification Package: <ul style="list-style-type: none"> Recruiting Salary Range Notification Peer Group Spreadsheet 	Generalist
4	Submit Recruiting Salary Range Notification Package to the HR Deployed Group Leader.	Generalist
5	Review package for content and submit to HR-C.	Deployed GL
6	Validate proposed recruiting salary range by analyzing internal/external comparisons.	HR-C
7	Analyst drafts signatory package.	HR-C
8	Admin formats/edits package and submits to HR-DO.	HR-C
9	Admin finalizes package.	HR-DO
10	Review package with ADA.	HR-C/DO
11	Informally review package with UCOP and DOE.	HR-C/DO
12	Obtain Laboratory Director's signature.	HR-DO
13	Send package to UCOP by overnight delivery and complete distribution. Track status of package.	HR-DO
14	Advise HR Deployed staff of status.	HR-C

Notes

- An official Regents Package (page 3) must be submitted when a selection is made.
- A Recruiting Salary Range Notification **does not** authorize a manager to extend a salary offer, even if the salary is within the suggested range. A Regents Package must first be submitted and approved.
- DL, DAD, PDAD, and SMG selections **require** an at-will employment notification letter.

**Selection
Process**

*Initial actions to take when a candidate is selected for an internal position that may require a salary at or above the \$168,000 threshold.

Step	Action	Owner
1	Refer to the UC Regents calendar (page 6) for Regents meetings and deadlines. <i>If an offer is extended to an external candidate, interim approval may be sought. If an offer is extended to an internal candidate, approval will be sought at a scheduled Regents meeting.</i>	Generalist
2	Schedule a meeting with HR-C to discuss the selected candidate's credentials.	Generalist
3	Informal discussion of selection with ADA.	HR-C/DO
4	Informal discussion of selection with UCOP and DOE.	HR-C/DO
5	Prepare the packages as follows: <u>UC Regents Package</u> <ul style="list-style-type: none"> President Dynes Cover Letter Regents Item Employee's Curriculum Vitae <u>DOE Package</u> <ul style="list-style-type: none"> DOE (Contracting Officer) Letter DOE Form F3220.5 Peer Group Shreadsheets 	Generalist
6	Submit packages to HR Deployed group leader.	Generalist
7	Review packages for content and submit to HR-C.	Deployed GL
8	Analyst drafts signatory packages.	HR-C
9	Admin formats/edits packages and submits to HR-DO.	HR-C
10	Admin finalizes packages.	HR-DO
11	Review packages with ADA.	HR-C/DO
12	Review packages with UCOP and DOE.	HR-C/DO
13	Validate proposed salary by analyzing internal/external comparisons.	HR-C
14	Submit for Laboratory Director's signature.	HR-DO
15	Obtain Laboratory Director's signature.	HR-DO
16	Send package to UCOP by overnight delivery and complete distribution. Track status of package.	HR-DO
17	Notify HR Deployed staff of UC Regents decision.	HR-C

Process continued on next page

Selection Process (cont.)	Step	Action	Owner
	18	<u>External Offer Letter</u> <ul style="list-style-type: none"> Prepare offer letter with salary (contingent on approval) and at-will employment statements. <u>Internal Offer Letter</u> <ul style="list-style-type: none"> Prepare at-will employment letter; return original with the employee's signature to 4myhr. 	Generalist/ 4myhr
	19	Scan offer letter and at-will employment letter into Personics.	4myhr

- Notes**
- Senior Management Group (SMG) selections may not be announced prior to receiving external approvals.
 - Appropriate AD must discuss selections (DLs and above) with the Laboratory Director before an offer is extended.
 - Interim requests may be sought for external selections.
 - DL, DAD, PDAD, and SMG selections **require** an at-will employment notification letter.

***This process is required for selection of an internal candidate already at or above the \$168,000 threshold.**

**Acting
Stipend**

*Initial actions to take when an employee will be appointed to an acting position and the acting stipend will move the salary to or above the \$168,000 threshold.

Prepare DOE package
only if acting stipend
is greater than 15%.



Step	Action	Owner
1	Notify HR-C of managerial intent to appoint an employee to an acting position that will move the salary to or above the \$168,000 threshold.	Generalist
2	Prepare the packages as follows: <u>UC Regents Package</u> <ul style="list-style-type: none"> President Dynes Cover Letter Regents Item Employee's Curriculum Vitae <u>DOE Package</u> <ul style="list-style-type: none"> DOE (Contracting Officer) Letter DOE Form F3220.5 Peer Group Spreadsheet 	Generalist
3	Submit package(s) to HR Deployed Group Leader.	Generalist
4	Review package(s) for content and submit to HR-C.	HR Deployed GL
5	Validate proposed acting stipend by analyzing internal/external comparisons.	HR-C/DO
6	Analyst drafts signatory packages.	HR-C
7	Admin formats/edits packages and submits to HR-DO.	HR-C
8	Admin finalizes packages.	HR-DO
9	Review package(s) with ADA.	HR-C/DO
10	Review package(s) with UCOP and DOE.	HR-C
12	Obtain Laboratory Director's signature.	HR-DO
13	Send package to UCOP by overnight delivery and complete distribution. Track status of package.	HR-DO
14	Notify HR Deployed staff of UC Regents decision.	HR-C

Notes

- Packages submitted within less than 3 months of employee's appointment may be made effective retroactive to the date that the employee assumed the appointment.
- Acting assignments are not at-will appointments.
- Refer to Recruiting Salary Range Notification process if position will be advertised (page 2).

***This process is required for selection of an internal candidate already at or above the \$168,000 threshold.**

Internal 2005 Regents Calendar

Regents Meetings	HR Deployed Deadline to HR-C	HR-C Deadline to UCOP	Campus Items Due to UCOP	Item Review Meeting
March 16-17 Los Angeles	January 19	February 4	February 9 (Wednesday)	February 17
May 25-26 San Francisco	March 30	April 15	April 21 (Thursday)	April 28
July 20-21 San Francisco	May 25	June 10	June 17 (Friday)	June 24
September 21-22 San Francisco	July 27	August 12	August 19 (Friday)	August 26
November 16-17 Berkeley	September 21	October 7	October 13 (Thursday)	October 20

Acronyms

Term	Definition
ADA	Associate Director for Administration
DAD	Deputy Associate Director
DL	Division Leader
DOE	Department of Energy
HR	Human Resources
HR-C	Human Resources – Compensation
HR-DO	Human Resources – Division Office
HR Deployed Staff	Human Resources Deployed Group Leader and Generalist
PDAD	Principal Deputy Associate Director
SMG	Senior Management Group
UC	University of California
UCOP	University of California Office of the President
4myhr	Human Resources Service Center

Regents Package: General Background

What is a Regents Package and when should one be prepared?

A Regents Package requests approval from the University of California Board of Regents to offer a salary at or above the \$168,000 threshold.

In some cases, a separate package is required for submission to the Department of Energy.

Whose responsibility is it to prepare a Regents Package?

HR deployed staff are responsible for assisting managers through the process.

What is HR-DO's role in this process?

HR-DO is responsible and accountable for ensuring consistency in the application of the Regents process. HR-DO also serves as the primary point-of-contact to UCOP.

What is Compensation's (HR-C) role in this process?

HR-C is responsible for ensuring consistency/equity in proposed salaries. HR-C also ensures proper application of UC and DOE procedures.

How often do the UC Regents meet?

The UC Regents meet every other month starting in January. The UC Regents calendar is on page 6 of the UC Regents and DOE Job Package Aid.

Is there a UC Regents interim approval process?

Interim approvals may be sought for external hires only.

Pre-Approval for Recruiting Salary Range

What is the purpose of the Recruiting Salary Range Notification Package?

The Recruiting Salary Range Notification Package serves as a notice to the University of California of the Laboratory's intent to recruit for a position that may require a salary at or above the \$168,000 threshold.

Which job titles may have salaries at or above the \$168,000 threshold?

- Institutional job titles
 - Director, Deputy Director, Principal Associate Director, Associate Director, Deputy Associate Director
- Division job titles
 - Division Leader, Deputy Division Leader, Project Director, Office Director, etc.

When should a Recruiting Salary Range Notification Package be initiated?

Managers should initiate the salary notification process when a position is vacated and it is determined that the position will be advertised and may require a salary at or above \$168,000.

Pre-Approval for Recruiting Salary Range (continued)

Is there a procedure to follow when submitting a Recruiting Salary Range Notification Package?

Yes, please refer to page 2 of the UC Regents and DOE Job Package Aid.

Does this practice authorize the hiring official to extend a salary offer within the proposed salary range, without preparing a Regents Package?

No, the notification serves primarily as an advance notification of the Laboratory's intent to hire. The manager must prepare a Regents Package with the help of HR deployed staff.

Acting Appointments

Is a Regents and/or DOE Package required for all acting appointments?

A UC Regents Package is required for acting appointments when the acting stipend moves the employee's salary to or above the \$168,000 salary threshold. This process is also required for selection of an internal candidate already at or above the \$168,000 threshold.

A DOE Package is required if the acting stipend is greater than 15%.

Can an acting stipend that requires UC Regents approval be made effective retroactive to the date the employee assumed the appointment?

Yes, with the understanding that the Regents Package will be submitted for approval in less than 3 months.

Does DOE have to approve an acting stipend at or above the \$168,000 threshold?

DOE approval is required only if the stipend is greater than 15%.

Does DOE approve the acting appointment?

No, DOE approval is only required for the acting stipend if it is greater than 15%.

Regular Selections

Can a salary offer be extended at the time of selection if the manager submitted a Recruiting Salary Range Notification Package?

No, the manager must prepare a Regents Package and obtain approval before extending any salary offer at or above the \$168,000 salary threshold. The manager may, however, elect to move the employee into the position with a \$168,000 salary pending approval of the salary variance.

This process is required for selection of an internal candidate already at or above the \$168,000 threshold.

Can a manager hire an external employee before obtaining UC Regents approval?

A manager may hire the employee with a \$168,000 salary and submit a UC Regents Package for the salary variance. The employee's hire-on salary may be made effective retroactively if the Regents Package is approved in less than 3 months of the employee's hire-on date.

Regular Selections (continued)

The HR representative is responsible for ensuring that the offer letter states that the proposed salary is contingent upon UC Regents approval.

Do hire-on incentives or other approved incentives have to be listed in the Regents and/or DOE packages?

Only Senior Management Group (SMG) Regents packages require other compensation to be stated in the package.

Can a selection be announced before obtaining the Regents approval?

An announcement of a selection (Deputy Division Leader and above, non-SMG) may be made as long as the appropriate Associate Director has the concurrence of the Laboratory Director.

Selections into the Senior Management Group (SMG) may **not** be announced prior to UC Regents' approval. SMG members consist of Associate Directors and above.

If an internal employee is selected for a position and assumes the position prior to obtaining salary approval from the Regents, can the salary be made retroactive?

Yes, if the Regents Package is submitted for approval in less than 3 months from the time the employee was selected.